

## **Minchinhampton Market House – Covid 19 policy**

This policy is based on the COVID-19: Guidance for the safe use of multi-purpose community facilities updated by the Government on 14<sup>th</sup> August 2020

### **General**

In accordance with our legal responsibilities under health and safety law the following sets out the measures we are taking to ensure that access to the Market House and Undercroft, and any equipment or substances provided, are safe for people using these premises, so far as is reasonably practical.

### **Risk assessment**

A COVID-19 risk assessment has been completed – see attached.

Users and hirers will be expected to undertake their own risk assessment in relation to their own activities having regard to the guidance set out in this policy document and the accompanying risk assessment.

### **Social distancing and capacity**

Strict adherence to social distancing of 2 metres will be enabled by limiting the number of people who can use the Market House and Undercroft at any one time, operating a one way system for movement within the premises, where practical, and limiting the numbers using the toilets at any one time, in accordance with the risk assessment. Signage will be used to clarify the one-way system and users will be expected to ensure that these are followed and that groups are managed to prevent any risk of congestion at entry and exit points. Social distancing will limit the capacity of the hall. Precise numbers to be allowed for any specific event will depend on the nature of the activity and the risk assessment completed by the user. In order to ensure social distancing in the kitchen only one person should be in there at any one time with the hatch open to assist with washing-up etc.

### **Cleaning**

A trained Covid-19 cleaner is employed by the Trustees and her role is to thoroughly clean the premises after every use, unless the risk assessment for a specific use deems such a deep clean unnecessary. This should provide reassurance to hirers that the premises are safe and clean. The cost of this service will be added to the hire fee. Given the higher risk associated with the use of the kitchen, the use of this facility by hirers will be considered on a case by case basis. Any additional costs associated with cleaning the kitchen (over and above those referred to above) will be included in the hire fee.

### **Hygiene and face coverings**

Sanitisers and soap will be provided for use by all who use the premises and A4 Notices will remind users of the need for regular hand washing and/or sanitisation. Tissues and bins will be provided and A4 Notices will remind users of the need to “catch it, bin it, kill it”.

Face coverings will be required to be used by all users over the age of 11\* unless covered under “reasonable excuse”, such as health or disability issues; a gym class or if food and/or drink are being consumed. Face coverings do not replace social distancing. A4 Notices will be provided to remind users.

Users of the hall should not touch the stage or window curtains. The blinds can be used if the light needs to be dimmed in the hall. Where possible, marked windows should be kept open for ventilation purposes and closed on departure (an A4 Notice will be found on the windows to be opened and closed).

- As required from the 8<sup>th</sup> of August 2020 by the Government.

### **Toilets**

The toilets will be available to all users. Notices will remind all users about hand washing and access will be limited to ensure social distancing. Users will be reminded of the need to protect 'vulnerable people' by allowing them to use toilets without others present.

### **Noise**

In assessing the suitability of a use for hire consideration will be given to the risk that the activity will lead to people having to raise their voices to be heard in normal conversation. This is to avoid the potential risk of transmission from aerosol and droplets.

### **NHS Test and Trace**

All users will have to book in advance and ensure that they have the contact details of anyone attending their event which must be kept for 21 days after the event.

### **If someone falls ill with suspected Covid-19 symptoms**

The risk assessment done for the specific use should identify actions to be taken in the event of a participant falling ill. Users must ensure that if anyone attending their activity falls ill they are moved to a safe area and kept in isolation until they are removed from the premises. The safe areas will be either the kitchen (if not in use) or the stage (which is otherwise out of bounds).

Notification: One of the following Market House Trustees should be notified as soon as possible in the event of someone falling ill on the premises:

Janet Payne (Chair of Trustees): Tel: 01453 884334 email: janetpaynex@gmail.com

Joe May (Bookings Manager): Tel: 07960 753782 email: joe@passion4laughter.com

Leonora Rozee (Assistant Bookings Manager): Tel: 01453 882562/07774836004 email: Leonora.rozee@gmail.com